

**Maryland Department of Health
Center for Recreation and Community Environmental Health Services
Youth Camps**

Archery Safety Plan Guidance

Purpose

The purpose of a written safety plan is to inform camp staff and volunteers what actions to follow to ensure each camper's safety while running archery programs. The Specialized Activity must be conducted according to the safety plan.

Training

Staff and volunteers must receive training in the archery safety plan. Training must include an opportunity to discuss the plan and ask questions.

Knowledge and Conduct

Staff and volunteers must know and follow the archery safety plan procedures.

- ☐ Each staff member / volunteer must receive training on the archery safety plan and be allowed to ask questions regarding the plan.
- ☐ The camp must keep documentation that each staff member / volunteer received the training not more than 30 days before the activity.

Availability

The archery safety plan must be on file in the camp headquarters or office and a copy must be available to the camp staff / volunteers.

- ☐ Each staff member / volunteer must know where the watercraft safety plan is kept and / or be provided with their own copy of the plan.

Writing an Archery Safety Plan and Procedures

Provide the following descriptions and actions in your watercraft safety plan:

1. Describe the health and safety risks of the activity and how these risks are addressed.
2. Describe all safety rules, standards, and practices for the archery activity.
3. Describe the equipment to be used, your safety procedures, and proper use of this equipment.
4. Describe your maintenance procedure and proper storage for the archery activity equipment to ensure it is securely stored and remains in good working condition.

5. Describe the required staff; staff qualifications; and each staff member's responsibility before, during, and after the archery activity. Minimum state requirements for staffing are below. The camp's requirements may be stricter.
 - a. Director (an individual who is 21 years old or older and has at least 24 weeks of supervisory experience) present at camp or at the activity site, when the activity is not at the camp.
 - b. An archery instructor must be present.
 - c. An adult with CPR certification from a national organization.
 - d. An adult with first aid certification from a national organization.
 - e. At least 1 counselor or assistant counselor is present at the range at all times during the archery activity.
 - f. Staff to camper ratio is 1 staff to 10 campers.
6. Provide a diagram(s) showing the archery range and the following aspects
 - a. Orientation of the target range to the sun to minimize a shooter being blinded by the sun. (Suggested direction is North)
 - b. Safety measures beyond the target range (at least 50 yards of clearance or an archery net behind each target)
 - c. Location of posted signs to prevent the accidental entry into the field of fire.
 - d. Location of shooting line and ready line. (Must be at least 10 feet in between, clearly marked)
 - e. Location of shooters relative to each other.
 - f. Location of targets when same and different archer-to-target distances are used. (One common shooting line must be used with targets set at different distances for skill level)
7. Describe how the target range will be located so a camper will not wander into the danger area while engaged in other camp activities.
8. Describe what steps have been taken to minimize a shooter being blinded by the sun.
9. Describe the safety measure used beyond the target range. (At least 50 yards of clearance or an archery net behind each target)

10. Describe the signs that will be posted to prevent accidental entry into the field of fire.
11. Describe how the shooting line, ready line, and shoot stations are clearly marked
12. Describe the layout of targets when *the same* archer-to-target distances are used.
13. Describe the layout of targets when *different* archer-to-target distances are used. (One common shooting line must be used with targets set at different distances for skill level)
14. Describe the following when the archery activity is not on the camp premises:
 - a. How the campers are transported to the activity.
 - b. Where and how the health and emergency information for the campers, staff members, and volunteers is kept.
 - c. How the group participating in the archery activity communicates to emergency services (911), parents, and main camp office in an emergency.
 - d. Who will be the contact person and what their phone number is.
15. Describe the procedure (who/how) for taking attendance before, during, and after the archery activity.
16. Describe how attendance of all campers is taken quickly during an archery activity in an emergency.
17. Describe how parents, staff, and campers are notified of the activity, prior to the archery activity.
18. Describe how the camp obtains written authorization from the child's parent for the camper to participate in the archery activity.
19. Describe the minimum requirements for campers to participate (i.e. age, skills, etc.)
20. Describe how campers are instructed in safety procedures and the use of any protective equipment, including:
 - a. The purpose of the shooting line and the ready line.
 - b. When a camper may be at the shooting line.
 - c. When a camper should be behind the ready line.
 - d. When it's acceptable to enter the firing line to retrieve a target or arrow. (Only when the instructor has given the all clear to proceed)

21. Describe how, where, and when (not more than 30 days before the activity) staff members / volunteers will be trained on this archery safety plan.
22. Describe how the camp will document that each staff / volunteer has received and understand the archery safety plan training prior to camp and where that documentation will be kept.
23. Describe how the staff / volunteers will have access to the archery safety plan; where copies of the plan will be kept and / or copies provided to the staff / volunteers.